



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

SALARY RANGE	\$4,600 - \$5,758
TENURE/TIME BASE	Permanent / Full time
PROGRAM / DEPARTMENT	Labor Relations
FINAL FILING DATE	November 20, 2015

DESCRIPTION OF DUTIES:

Under the direction of the Human Resources Manager, the AGPA works with managers and supervisors to identify performance, discipline, and/or misconduct issues and develop appropriate plans of correction. Prepares and serves non-punitive and disciplinary actions. Represents the facility at appeal hearings. Coordinates the facility's response to complaints and grievances, and investigates and prepares responses to complaints and grievances at the Executive Director's level. Provides interpretation, assistance, and monitoring to ensure that post and bid procedures are administered in accordance with bargaining unit agreements. Assists with the development and/or presentation of management's position with respect to employer-employee relations, including strategies and bargaining proposals. Represents the facility before employees and employee organizations. Develops and conducts supervisory training relating to employee conduct and discipline, and labor relations. Represents facility at meetings and conferences. Works closely with Human Resources and Training on the implementation of the Career Center, and provides guidance and direction to facility staff as a Career Center Coordinator/Counselor.

WHO MAY APPLY:

Applicants must possess Civil Service eligibility and must meet the minimum qualifications of this classification to apply. All methods of eligibility will be considered. Eligibility may consist of one of the following: list eligibility, lateral transfer, Training and Development, or reinstatement to State service. Applicants must indicate their eligibility status in the title section of the Employment Application (Form STD.678). For more information on the qualifications, please visit the California Department of Human Resources website at www.calhr.ca.gov. Form STD.678 may be obtained by visiting the Human Resources Office at Sonoma Developmental Center, or online at www.calhr.ca.gov. Appointments may be subject to State Restriction of Appointment (SROA), Department Restriction of Appointment (DROA), or Surplus and Re-employment List procedures. A pre-employment physical, drug screening, and fingerprint/background clearance will be required. Applications will be reviewed and only the most qualified will receive a selection interview. **Applications received after the final filing date may be kept on file. Faxed or emailed applications will not be accepted.**

Please call (707) 938-6879 for questions specific to essential functions of the position. Civil Service eligibility will be determined by an analyst in the Human Resources Department at Sonoma Developmental Center.

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING ADDRESS:

Sonoma Developmental Center
Human Resources Department – Room 124
P.O. Box 1493
Eldridge, CA 95431

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.